

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J		PAGE OF PAGES 1   2	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 18-Dec-2002		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY DEPARTMENT OF THE ARMY CORPS OF ENGINEERS, SACRAMENTO 1325 J STREET SACRAMENTO CA 95814-2922		CODE DACA05		7. ADMINISTERED BY (If other than item 6)  <b>See Item 6</b>			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X		9A. AMENDMENT OF SOLICITATION NO. DACA05-03-Q-0012	
				X		9B. DATED (SEE ITEM 11) 17-Dec-2002	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended.  Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) PROJECT: Janitorial Services, US Army/Marine/Navy Recruiting Stations, Gilroy, CA.  1. Scope of work dated 01 October 2002 (2 pages) is hereby incorporated and made a part of the solicitation. 2. All other terms and conditions remain unchanged. 3. POC is Joyce Yuki, telephone 916/557-5245.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR  _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA  BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED  19-Dec-2002	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

(End of Summary of Changes)

01 October 2002

## SCOPE OF WORK FOR JANITORIAL SERVICE

1. Furnish all necessary labor, material, equipment and supplies to perform janitorial services in a professional manner at

U.S. ARMY/MARINE/NAVY RECRUITING STATIONS 7901 E. WESTWOOD DRIVE, SUITES E,F & L  
GILROY CA

2. The Government occupied space consists of approximately 1,500 sq. ft., with approximately 8 recruiters, plus customers.

3. A. ~~General.~~ Janitorial services are to be performed on a 3 day per week schedule, Monday, Wednesday and Friday, between the hours of 8:00 p.m. and 7:00 a.m., excluding federal holidays.

B. Schedule of Janitorial Services. The following-schedule of services is to be used in obtaining janitorial services for this facility:

\* Base Year:

Option Year 1: Option Year 2:

January 13, 2003 through ~~September 2003~~ 8 1/2 ~~~~

October 1, 2003 through September 30, 2004 12 Months October 1, 2004 through September 30, 2005 12 Months

## WORK TO BE ACCOMPLISHED

Dust all surfaces of chairs, desks, cabinets and associated furniture.

Empty wastebaskets, replace liners, remove trash for pick up.

Vacuum all carpet (using vacuum with beater brush) including under desks and chairs. Clean restroom(s), which includes cleaning all fixtures, replenish

supplies (leave one spare toilet roll), sweep floors.

Wipe drinking fountain/cooler(s).

Sweep and spot clean hard surface floors.

Dust all surfaces to include windowsills, baseboards, **woodwork**.

HV AC vents, window blinds, remove cobwebs around windows and walls. Vacuum all carpets include use of crevice attachment to vacuum corners

and edges of carpet.

Empty wastebaskets with plastic liners and remove trash for pick up. Restroom(s): damp mop and disinfect all rest room fixtures and floors,

no rust, encrustation or water rings shall exist, wipe down walls.

Water fountain will be cleaned, disinfected and wiped dry.

Glass doors to be washed and polished removing finger marks and smears. Damp mop hard surface floors.

Wash windows (interior/exterior), remove cobwebs and dirt around outside sills and frames. Damp mop carpet protectors.

Wash, wax and buff vinyl composition tile floors.

Vinyl furniture will be cleaned with appropriate cleaner (not soap & water). Metal parts of furniture, will be polished.

Wood furniture will be cleaned with a wood cleaner or polish.

Vacuum all upholstered furniture.

\*Amendment No.1

**FREQUENCY** Twice weekly (Mon, Wed)

Weekly (Friday)

Twice monthly  
(2<sup>nd</sup> & 4th Monday)

Monthly (4th Friday)

Page 2 of Janitorial **Scope** of Work

**WORK TO BE ACCOMPLISHED**

Wash mini blinds, tapes and cords.

Damp clean fixtures and shields.

Wood paneling will be cleaned with wood cleaner or polish.

7901 E. Westwood Drive, Suites E, F & L, Gilroy CA

**FREQUENCY**

Quarterly

(11 week, Dec/Jan/Jun/Sep)

Steam clean all carpets, removing all dirt and non-permanent spots and stains. Contractor shall give each recruitina staff a written or verbal five(S) day advance notice of carpet cleanina date.

Vinyl composition tile floors will be stripped clean and two coats of polish or wax applied and buffed to a high shine.

Non-wax vinyl floors will be treated with a sealer after being stripped

**CONTRACTOR FURNISHED SUPPLIES**

Furnish toilet supplies, such as toilet tissues, paper towels, hand soap and toilet seat covers that fits dispensers; wastebasket liners.

Semi-annually

(11 week Oct/Apr)

As required Monday, Wednesday & Friday

**SPECIAL INSTRUCTIONS & NOTES:**

- CONTRACTOR AGREES TO CORRECT IMMEDIATELY ANY UNSATISFACTORY SERVICE RENDERED UNDER THIS CONTRACT UPON NOTIFICATION THAT SERVICE PERFORMED IS UNSATISFACTORY.

- THERE IS NO JANITOR CLOSET AT THIS LOCATION. CONTRACTOR IS NOT ALLOWED TO STORE ANY EQUIPMENT (MOPS, VACUUMS, BOXES, ECT.) UNLESS THEY PROVIDE OWN LOCKED STORAGE CABINET AND IF SPACE IS AVAILABLE.

- ONLY CONTRACTOR'S EMPLOYEES ARE ALLOWED IN THE U.S. GOVERNMENT'S LEASED SPACE.

- A REPRESENTATIVE OF THE U.S. ARMY CORPS OF ENGINEERS MAY DO INSPECTIONS DURING THE PERIOD OF THE CONTRACT.

- AUTHORITIES: No person other than the Government Contracting Officer has the authority to make any changes to this contract action that impact cost or schedule. Authority from the Contracting Officer to the contractor to make changes that impact cost or schedule will be in the form of an official signed modification.

SECURITY PROCEDURES: THE CONTRACTOR WILL PICK UP KEYS FROM EACH RECRUITING STAFF (IF MORE THAN ONE MILITARY SERVICE) AT THE LOCATION. KEYS WILL BE RETURNED TO EACH RECRUITING STAFF AT THE END OF CONTRACT OR TERMINATION.

- PAYMENTS: PAYMENTS WILL BE MADE ONCE A MONTH FOR SERVICES RENDERED DURING THE MONTH.

Contractor's point of contact on any questions, problems, etc. is:

u.s. Army Corps of Engineers  
Real Estate Division  
Leasing Section  
1325 J Street  
Sacramento CA 95814-2922  
(916) 557-5305/6810 FAX: (916) 557-7851

ATTN: Ms. **Andrea Dandoy**